

25X1A9a

~~SECRET~~ STATEMENT TO
OSB/RR.

25X1A9a

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25X1A9a
~~SECRET~~ is in a position well suited to her interests and abilities. Every effort should be made to give her on-the-job opportunity for growth through increased responsibilities and a wider range of managerial duties. She should plan to take the Conference Leadership and Basic Supervision courses.

Ch/G:JAB:jmc/535(8 April 1958)

~~SECRET~~

SECRET
(When Filled In)

CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

SECTION A.

GENERAL

1. NAME OF EMPLOYEE (Last-First-Middle)	2. DATE OF BIRTH	3. SERVICE DESIGNATION	4. GRADE
[REDACTED] 25X1A9a	14 July 1904	IR	GS-12
5. ORGANIZATIONAL TITLE	6. POSITION TITLE	7. OCCUPATIONAL CODE	8. OFFICE OF ASSIGNMENT
Asst. to Chief, D/GG	Geographer	GS-0150.01	OGA, D/GG/IR

SECTION B.

CAREER INTERESTS

9. GENERAL TYPE OF ACTIVITY

Administrative/Geographic

10. SPECIFIC TYPE OF ACTIVITY (Including assignments)

A. IMMEDIATE (Within next 1 to 2 years)

To continue in present position, possibly with greater assignment of tasks and responsibility.

B. LONG-RANGE (Within next 3 to 5 years)

Same.

SECTION C.

TRAINING

11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING

A. IMMEDIATE (Within next 1 to 2 years)

Additional courses in administration and management and related subjects.

B. LONG-RANGE (Within next 3 to 5 years)

Same.

12. ADDITIONAL COMMENTS

RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.

13. DATE COMPLETED

11 Dec 1957

14. SIGNATURE OF EMPLOYEE

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SECTION D.

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15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

It is planned that her responsibilities will be increased.

16. RELATIVE TO TRAINING FOR EMPLOYEE

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will be recommended for further training courses in administration and management.

17. TYPED OR PRINTED NAME OF SUPERVISOR

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18. SIGNATURE

19. TITLE

Chief, Geography Division

20. DATE

7 February 1958

SECTION E.

FOR USE OF CAREER SERVICE

21. COMMENTS

22. TYPED OR PRINTED NAME

23. SIGNATURE

24. TITLE

25. DATE

LEAVE BLANK

SECRET

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SECRET
(When Filled In)

SUPERVISORY COMMENTS ON CAREER PREFERENCE OUTLINES

TO:

Chairman, ORR Career Service Board

SUBJECT: (Name)

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1ST INDORSEMENT

COMMENTS BY CHIEF (Division or Staff)

NA (See Section D of CPO)

SIGNATURE

2ND INDORSEMENT

COMMENTS BY AREA CHIEF (When applicable)

- ☐ I CONCUR IN THE (Division) (Staff) CHIEF'S COMMENTS
- ☐ AS THE EMPLOYEE IS NOT PERSONALLY KNOWN TO ME, I ACCEPT COMMENTS OF (Division) (Staff) CHIEF
- ☐ OTHER (Specify)

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could very well handle additional assignments and greater responsibility in her present position. This will, for the most part, be dependent upon her supervisor's utilization of her capabilities. She should be encouraged to take additional courses in management and administration.

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DATE

10 February 1958

SIGNATURE

A. BRANSTILL